Campaign Activities Checklist
DOs AND DON'Ts
for City Officers and Employees

2020 is an election year and many candidates may ask for your support. Use this checklist to help you ethically navigate through the campaign season. Mahalo for doing the right thing!

DO vote.

DO stay focused and work hard at your city job through the election season.

DO delete campaign emails and unsubscribe from campaign distribution lists on your city email account.

DON'T use city time, equipment, social media accounts, materials, offices, and work sites for campaign activities. Campaign activities include:

1. Selling, buying, or passing out campaign fundraiser tickets
2. Holding political meetings
3. Organizing or participating in political rallies and sign-waving
4. Making or sending campaign flyers and materials
5. Asking people to help, support, or contribute to a campaign
6. Asking people to vote for a candidate or ballot measure (note: there are exceptions for ballot measures, so contact the Commission for more information)

DON'T use city workers during city working hours to do campaign work or activities.

DON'T use your city title or position to give a special advantage to a political candidate or campaign.

1. You and your city agency can't endorse a candidate.
2. You can't use your city position to require anyone to contribute time or money to a campaign.

DON'T allow candidate walk-throughs in the non-public areas of your city agency.

Are you a candidate for city office?

Follow these additional tips.

DO file your public financial disclosure with the Office of the City Clerk.

DON'T link city websites to your campaign website and campaign social media sites and avoid sending campaign emails to city email addresses.

DON'T put the City Seal on campaign flyers and materials.

Still have questions?

Contact the Ethics Commission for more information:
p: 768-9242
w: honolulu.gov/ethics
e: ethics@honolulu.gov